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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

U. S. Department of Agriculture
February 2, 1943

Director's Memorandum No. 15
Supplement #2

Commodity Purchase Announcements, Offer Forms, Contracts, Orders
for Services, Bonds, and Assignments

The following procedures shall govern distribution of announcements and offer forms and the clearance and handling of contracts, Orders for Services, bonds, and assignments.

SECTION I - ANNOUNCEMENTS AND OFFER FORMS

1. Final copies of announcements issued by the Commodity Branches and offer forms which will be used in connection with the purchases of commodities shall be furnished and distributed as follows:
 - (a) Two copies to the Program Services Section, Program Liaison Division, Washington, D. C.
 - (b) One copy to the Accounting Section, Fiscal Division, Washington, D. C.
 - (c) Six copies to the appropriate Regional Fiscal Division.
(See Exhibit A for addresses of Regional Fiscal Divisions and area covered by these offices.) The correct Regional Fiscal Division to which the copies are to be forwarded is determined by the area of purchase.

SECTION II - CONTRACTS

1. Secure blocks of contract numbers from Program Services Section. (Call Ext. 4289, Room 5316). It is imperative to be aware constantly of the need to apply the proper contract symbol to the proper program of purchase.
2. Establish record for contract numbers so assigned. This record shall be kept in the form of a Contract Register.
3. No later than the day following the date of acceptance of any offer, (the contract date) and earlier if possible, the contract shall be recorded in the Contract Register.

4. Not later than the day following the date of any acceptances, or amendment thereto, six ditto copies of the abstract of such acceptances in the form previously prescribed shall be transmitted to the Order, Transportation and Delivery Unit, (Mr. Guthrie), Custody and Disposition Division of the Transportation and Warehousing Branch.

This phase of the operation must be carried out promptly, and it is of utmost importance to insure the issuance of delivery notices in accordance with contract delivery terms.

5. At the same time that a ditto copy referred to in Paragraph 4 above is transmitted, a ditto copy of the abstract shall be distributed as follows:

- (a) Accounting Section, Fiscal Division, Washington, D. C.
- (b) Program Services Section.
- (c) The appropriate Regional Fiscal Division.

6. Immediately after acceptance, copies of all related original documents shall be made. In case of formal offers (offers submitted on form prescribed by Food Distribution Administration, Federal Surplus Commodities Corporation) the acceptance clause shall be completed and executed. When the contract is in the form of a telegraphic offer and acceptance, three (3) copies of each incoming document relating to the contract shall be made. When copy work is completed, assemble all copies of the contract and distribute as follows:

- (a) Original of complete contract including telegraphic notice of acceptance to Accounting Section, Fiscal Division, Washington, D. C.
- (b) One executed or certified copy of the complete contract to the Voucher Review Section of the Regional Fiscal Division. (See Exhibit A for addresses of Regional Fiscal Divisions and area covered by these offices.) The correct Regional Office to which the copy of the contract is to be forwarded is determined by the location of the billing office specified by the contractor. If billing office is not specified by the contractor, address of contractor will be the controlling factor.
- (c) One complete copy to Accounting Section of the Regional Fiscal Division. (Until official notice is received that program accounting is decentralized this copy shall be forwarded to Accounting Section of the Regional Fiscal Division, Room 427, 42 Broadway, New York, New York).

(d) In case of formal offers, one executed copy shall be sent to the vendor. There must also be sent to each contractor, regardless of type of contract, the following:

1. One copy "Instructions to Vendors" or "Instructions to Warehousemen", as applicable.
2. One sample Voucher.
3. A supply of Vouchers.
4. Any special instructions issued relative to the particular purchase.

(e) One copy retained for filing. (See Items 7 and 8.)

7. A manila folder shall be prepared for each contract, the stub of the folder showing the following information in the order shown:

Name of Contractor	Contract Number
Address of Contractor	
City and State	Commodity

8. Enter contract information on two cards, one to be filed alphabetically by vendor; the other alphabetically by commodity. These files will be retained in the Commodity Branch for reference purposes.
9. Amendments to contracts and abstracts of amendments shall be prepared and distributed in the same manner as prescribed for contracts. (See Paragraphs 4 and 6 of this Section.)
10. Only documents which are a part of the contract shall be filed in the contract folder.
11. The maximum time that should elapse between acceptance of the contract and completion of all functions relative thereto and placing of contract folder in file is one week.

SECTION III - ORDER FOR SERVICES

1. Order for Services covering stenciling, labeling, strapping, bracing, serving, and other services not specified in original contracts may be issued to:

- (a) The original contractor from whom the commodity was purchased.
- (b) Storage warehouses having contracts with the Administration.
- (c) Others having no existing contracts with the Administration.

2. Order for Services under items (a) and (b) should be distributed as follows:

- (a) Original to the Accounting Section, Fiscal Division, Washington, D. C. for attachment to the original contract.
- (b) One executed or certified copy to the Regional Fiscal Division to which the copy of the contract has been sent.
- (c) One copy to Accounting Section of the Regional Fiscal Division. (Until official notice is received that program accounting is decentralized, this copy shall be forwarded to the Accounting Section of the Regional Fiscal Division, Room 427, 42 Broadway, New York, New York.)
- (d) One copy Accountability Unit, Custody and Disposition Division, Transportation and Warehousing Branch.
- (e) One copy to the contractor.
- (f) One copy filed in contract folder.

Order for Services under item (c) should be distributed as above except the original and executed or certified copy should be forwarded to the vendor for attachment to his claim before presenting to the Regional Fiscal Division for review and certification. Since no contract is involved, copy would not be prepared for contract folder.

3. All Orders for Services should show Program Symbol and number and specify Defense Aid Allocation Number if any.

SECTION IV - BONDS

1. All acceptances of offers submitted pursuant to announcements that provide for the posting of a surety bond are accepted subject to compliance with such requirement.
2. The "U. S. Standard Form No. 25 (Revised) Approved by the Secretary of the Treasury" captioned "Performance Bond (Construction or Supply)" is the prescribed form where the nature of the program is such that there shall be only one contract with any one contractor for all deliveries for the duration of the program. However, if the nature of the program is such that there will be more than one contract with any one contractor, he may prefer to submit "U. S. Standard Form No. 35 (Revised) Approved by the Secretary of Treasury" captioned "Annual Performance Bond (Supplies)," in which case the initial bond shall be in an amount to protect one contract.

The bonds are to be filed in duplicate which shall be prepared in the Commodity Branch.

In preparing Standard Form 25 or Standard Form 35, the name of the principal (contractor) should be exactly as it appears in the original offer or contract, the date of the contract as established by the acceptance, and a brief statement as to the nature of performance under the contract showing the contract symbols and number (contract symbols, numbers, and date of contract should not be inserted if Standard Form 35 is used). The amount of the bond that is required must be inserted in the form in words as well as in figures, but the date of the bond (last line, first page) shall not be supplied.

If annual bond is used, the amount of such bond shall be prescribed in the acceptance portion of the contract by stating "Included in Annual Bond." Standard Form No. 35 should not be for more than one fiscal year. A record of annual bonds and contracts applied thereto shall be maintained by the Commodity Branch.

3. Three bond forms are to be transmitted to the vendor, the original and duplicate to be properly signed, witnessed and, if a corporation, the corporate seal affixed and the "Certificate of Corporate Principal" (top of page two) to be completed by the vendor and signed by the Secretary or an Assistant Secretary and the corporate seal affixed.
4. Established regulations as to the preparation and execution of bond forms are detailed in the instructions on the back page of the bond.
5. The completed bond when returned by the contractor must be carefully checked with the contract for accuracy of contract data, sufficiency of execution by the contractor, execution by a Surety Company approved by the Treasury Department and checked against the qualifying power of such company as established by "Treasury Circular 356 - Section of Surety Bonds" -- if in proper order, the bond should be verified as to factual data, form, and execution, by a person to whom authority has been delegated by the Chief of the Commodity Branch and the original bond forwarded to the Accounting Section, Fiscal Division, Washington, D. C. The required clearance through the Section of Surety Bonds, Treasury Department, will be completed by the Fiscal Division and notification of such approval transmitted to the Commodity Branch. The Duplicate Bond is to be attached to the contract folder in the Commodity Branch.
6. When the bond is transmitted to the Accounting Section, Fiscal Division, Washington, D. C., a memorandum shall be transmitted to Order and Delivery Unit, (Mr. Guthrie) Custody and Disposition Division, Transportation and Warehousing Branch, with carbon copy to the Voucher Review Section of the Regional Fiscal Division to which contract has been forwarded. It is suggested that Form FDA-307 (Exhibit B) attached be used. All Forms referred to in this memorandum are available from the Administrative Services Division, Washington.

7. Should required approval for any reason be withheld, the Fiscal Division will immediately notify the Commodity Branch which is then required to notify the Regional Fiscal Division to which the copy of the contract has been forwarded to withhold certification of claims in the amount of the bond. After bond has been approved, the Fiscal Division will notify the Commodity Branch that bond has been approved, and the Commodity Branch will notify the Regional Fiscal Division Office to release claims if otherwise correct.
8. Inquiry forms and correspondence from Bonding Companies for data as to status of their liability or of the contracts covered by their bonds are to be routed to and cleared by the appropriate Commodity Branch. Notices of the completion of contracts will be routed to the appropriate Commodity Branch by the Accountability Section, Custody and Disposition Division of the Transportation and Warehousing Branch, and it is the responsibility of the Commodity Branch to check and to conform such notices to the contracts before filing if there is no bond or before notifying the bonding company if a bond was posted.

If the contract has been completed, the contractor is to be advised by letter as shown in attachment hereto, Forms FDA-308 or FDA-309 (Exhibit C); a copy is to be forwarded to the surety company on the bond. It is not the practice of this Administration to complete any inquiry forms submitted by Bonding Companies. All correspondence with bonding companies should avoid any reference to "release of liability," as adequate authority to release a surety on a bond in favor of the United States does not exist.

9. Certified check in lieu of bond, if used, shall be made payable to the "Treasurer of the United States, FDA" on all programs except the GCP under which program checks should be made payable to the "Federal Surplus Commodities Corporation (Agent for CCC)". Regardless of the program, checks shall be forwarded by the Contractor by registered mail to the "Chief, Fiscal Division". The Accounting Section, Fiscal Division, Washington, D. C. shall then notify the Commodity Branch that such check has been received. The Commodity Branch shall notify the Voucher Review Section of the Regional Fiscal Division to which the contract has been forwarded that certified check in lieu of bond stating the amount has been received.

Notices of completion of contracts will be routed to the appropriate Commodity Branch by the Accountability Section, Custody and Disposition Division of the Transportation and Warehousing Branch, and it is the responsibility of the Commodity Branch to notify the Accounting Section, Fiscal Division, Washington, D. C. in order that cash in lieu of bond may be refunded to the contractor.

SECTION V - ASSIGNMENTS

1. The "Assignment of Claims Act of 1940" extends to Vendors the privilege of assigning to Banks or Financial Institutions payments due or to become due under all types of contracts of the Food Distribution Administration.
2. This procedure is accomplished by the filing of "Notice of Assignment" Form FDA-310 (Exhibit D) and "Instrument of Assignment" Form FDA-311 (Exhibit E). The required steps to effect such assignment are fully covered in the printed instruction on the reverse side of the Notice of Assignment.
3. The Act does not permit partial assignments or more than one assignment and provides for acceptance on three copies of the notice.
4. The Assignee should submit the Notice of Assignment in quintuplicate and the Instrument of Assignment in duplicate. Upon receipt of Notice of Assignment and Instrument of Assignment, the records are to be checked as to prior assignment. The data shown on the assignment and the notice is to be reconciled with the contract, particular attention directed to the (1) Name of Vendor (2) Contract Number (3) Details of Contract (4) Date of Contract (5) Signature of Assignee. The Instrument of Assignment is to be reviewed for sufficiency and execution and for adequate description of the contract which should definitely identify the contract. The manner and method of execution by the vendor must be carefully checked to assure that such execution is proper, correct, and legal, and that the Instrument of Assignment as a whole is adequate for the purposes for which it was given and conforms to the provisions of the Act. Ambiguous clauses, phrases, or conditions are to receive the most careful consideration to establish, beyond any reasonable doubt, that no obligation, provision, or condition is imposed on the Administration not contemplated by the Act. Administrative regulations do not sanction an Instrument of Assignment and/or notice of more than one contract in each set of forms.
5. Upon reconciling the Notice and Instrument of Assignment with the records, the original and four (4) copies of the Notice of Assignment are completed as to receipt and dated the day they are signed by the person to whom authority has been delegated by the Chief of the Commodity Branch. The hour of acceptance should be shown as 4:00 P.M. to conform to the practice previously established. The original Notice and the accompanying Instrument of Assignment are retained for the contract file.
6. Three of the accepted copies of the Notice of Assignment are forwarded to the assignee by letter of transmittal, Form FDA-312 (Exhibit F) and a carbon of such transmittal letter is forwarded to the contractor. The second carbon is for the file.

7. A completed copy of the Notice and a copy of the Instrument of Assignment are to be forwarded to Accounting Section, of the Fiscal Division, Washington, the same day that the notices are released to the assignee by memorandum Form FDA-313, (Exhibit G) indicating the contract number, name and address of the contractor, name and address of the assignee and the commodity involved. A carbon copy of this memorandum should be provided and forwarded to the Voucher Review Section of the Regional Fiscal Division to which contract was forwarded. The Notice of Assignment and Instrument of Assignment forwarded to the Fiscal Division, Washington, should be either a duplicate original of each or a true copy signed by a responsible person in the Commodity Branch. It is imperative that the Fiscal Division be furnished with its copies of Notice and Assignment not later than the day following the release of the accepted notices to the assignee (Bank).
8. The date of the assignment should, of course, be subsequent to the date of the contract itself and be not later than the date of the notice from the assignee.
9. Instruments of Assignment that have been altered by erasure, strikeover, or in any other manner are not acceptable unless such changes are initialed by the signers of the instrument. Minor errors in the notice do not invalidate such notice but may be adjusted by corrections (preferably in red) to indicate errors. (A difference of one or two days in the stated date of the contract may be so handled.) Errors in name of vendor, contract number, or name of assignee are considered of major importance, and new and correct Notices or Instruments of Assignments should be procured from the Assignee.
10. The Commodity Branch will notify the proper Voucher Review Section of the Regional Fiscal Division (by wire) immediately upon receipt of notices, whether in correct or proper form or incorrect, insufficient or improperly executed either by contractor or assignee. Such notice will enable the Voucher Review Section of the Regional Fiscal Division to adjust its records as to pending or future vouchers.
11. Notwithstanding the advice by wire to the Voucher Review Section of the Regional Fiscal Division of the receipt of a notice, the Commodity Branch should notify by letter any action taken on notices which are not accepted or on which action is deferred pending receipt of corrected notice or proper Instrument of Assignment. Where the assignee provides only four copies of the Notice of Assignment and one Instrument of Assignment, the Commodity Branch is required to make the additional copies which are routed to the Accounting Section of the Fiscal Division, Washington, certifying to the correctness of each in the usual manner.


Director

ADDRESSES OF REGIONAL FISCAL DIVISION OFFICES
AND AREA COVERED

Northeast Region

D. P. Sage
Acting Chief, Fiscal Division
Food Distribution Administration
42 Broadway, Room 427
New York, New York

Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut,
New York, Pennsylvania, New Jersey, Delaware, Maryland, West Virginia.

Southern Region

W. Ellis Jones
Chief, Fiscal Division
Food Distribution Administration
Western Union Building
Corner Marietta & Forsyth Streets
Atlanta, Georgia

Virginia, Kentucky, North Carolina, Tennessee, South Carolina, Georgia,
Alabama, Mississippi, Florida.

Great Lakes Region

J. W. Harvey, Jr.
Chief, Fiscal Division
Food Distribution Administration
5 South Wabash Avenue, Room 1707
Chicago, Illinois

Michigan, Wisconsin, Ohio, Indiana, Illinois.

Midwest Region

J. Earl Wignall
Chief, Fiscal Division
Food Distribution Administration
305 Old Colony Building
Des Moines, Iowa

Minnesota, North Dakota, South Dakota, Iowa, Nebraska, Missouri, Kansas.

Southwest Region

C. D. Johanson
Chief, Fiscal Division
Food Distribution Administration
570 U. S. Terminal Annex
Dallas, Texas

Arkansas, Oklahoma, Louisiana, Texas.

Rocky Mountain Region

Frank J. Devine
Chief, Fiscal Division
Food Distribution Administration
301 Burns Vault Building
1536 Welton Street
Denver, Colorado

Montana, Wyoming, Idaho, Colorado, Utah, New Mexico.

Pacific Region

Henry C. Soito
Chief, Fiscal Division
Food Distribution Administration
519 Pacific Building
821 Market Street
San Francisco, California

Washington, Oregon, Nevada, California, Arizona.

UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.
NOTICE OF RECEIPT AND CLEARANCE OF BOND

To: Chief, Order, Transportation and Delivery
Unit, Custody and Disposition Division -
Transportation and Warehousing Branch

From:

Subject: Contract No.
Commodity:
Contractor:

Bond in the amount of \$ _____

with the _____

required under the terms of the subject contract has been
received and cleared by this Branch.

CC: Voucher Review Section, Regional Fiscal Division

UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

NOTICE OF COMPLETION OF CONTRACT
(For Purchase or Processing Contracts)

Reference is made to Contract and Supporting Bond as follows:

Contract Number:
Bond Amount:
Date Executed:
Principal:
Surety:

There is no law authorizing any Federal Official to relieve signatories from liability on this class of bond. You are advised, however, that according to the records of this office the above contract has been completed.

The Surety will be advised by a signed copy of this letter.

Very truly yours,

UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

NOTICE OF COMPLETION OF CONTRACT
(For Storage Contracts)

Reference is made to Contract and Supporting Bond as follows:

Contract Number:
Bond Amount:
Date Executed:
Principal:
Surety:

There is no law authorizing any Federal Official to relieve signatories from liability on this class of Bond. You are advised, however, that the final shipment out of storage was made on or before _____, and that after said date no commodities have been or will be forwarded or consigned to your warehouse for storage under the Contract covered by this Bond.

The Surety will be advised by a signed copy of this letter.

Very truly yours,

UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration

EXHIBIT D

NOTICE OF ASSIGNMENT

(Before filling out this notice, read carefully instructions on reverse side.)

Date 11-20-42TO
Purchase Representative - FSCC
Food Distribution Administration
Washington, D. C.Re Contract Number FSC(F)-1234
Made by the United States of America
Agriculture Department
Division
with First Food Company
(Name of Contractor)
Baltimore, Md.
(Address of Contractor)
for Meat Products
dated November 19, 1942

PLEASE TAKE NOTICE that moneys due or to become due under the contract described above have been assigned to the undersigned pursuant to the provisions of the Assignment of Claims Act of 1940 (Public No. 811, 76th Congress), approved October 9, 1940.

A true copy of the instrument of assignment is attached hereto.

Payment due or to become due under such contract should be made to the assignee.

Please return to the undersigned three of the enclosed copies of this notice with appropriate notations showing the date and hour of receipt and duly signed by the person acknowledging receipt on behalf of the addressee.

Very truly yours,

Maryland National Bank of Baltimore
(Name of Assignee)By Robert Brown, Cashier
(Name and title of signing officer)
Baltimore, Maryland
(Address of Assignee)

Receipt is hereby acknowledged of the above notice and a copy of the above mentioned instrument of assignment. These were received at 4 a.m. on November 24, 19 42. p.m.

(Date)

on behalf of Purchase Representative
Food Distribution Administration
Washington, D. C.(Name and title of addressee of notice)

INSTRUCTIONS

To facilitate prompt acknowledgment and to avoid delay, inconvenience, and possible impairment of the validity of assignments, these instructions should be followed carefully.

1. Under the terms of the Assignment of Claims Act of 1940, written notice of each assignment of moneys due or to become due from the United States or from any agency or department thereof, together with a true copy of the instrument of assignment must be filed with:

- (a) the General Accounting Office.
- (b) the contracting officer or the head of his department or agency.
- (c) the surety or sureties upon the bond or bonds (if any) in connection with such contracts.

2. All blanks must be carefully filled in and the original and four copies should be forwarded to each of the parties with whom notice is required to be filed.

3. The addressee will acknowledge receipt of the notice on three of the copies and return them to the assignee.

4. One copy of each such receipted notice should be retained by the assignee for his own records and the other two copies are to be attached to the first invoice, voucher, or other similar document submitted for payment.

5. It will not be necessary to forward additional copies of such receipt with requests for further payments, because the first copies will be duly recorded in the appropriate offices of the Government.

6. To the original (but not the copies) of each notice of assignment, there should be attached two true copies of the instrument of assignment. This may consist of (a) two duplicate originals containing all the signatures, seals, acknowledgments, etc., which appear on the original, (b) two complete photostatic copies of the original, or (c) two certified copies of the original, provided that such copy is accurate and complete in all respects, including signatures, seals, acknowledgments, etc., which may be typewritten, provided that a certificate to the effect that it is a true copy be executed by a notary public or other officer authorized by law to issue such certificates.

INSTRUMENT OF ASSIGNMENTCONTRACT NUMBERED FSC(F) -1234 DATED 11-19-42.

KNOW ALL MEN BY THESE PRESENTS, that

I (we) FIRST FOOD COMPANY BALTIMORE MD.,this 21st day of November 1942,

for value received, and in accordance with the provisions of the Act,
Public No. 811, 76th Congress, Third Session, approved October 9, 1940,
known as the Assignment of Claims Act of 1940, so hereby assign to the

MARYLAND NATIONAL BANK OF BALTIMORE MD.of BALTIMORE MARYLAND

all right, title and interest, to all moneys now due, or to become due
from the United States or from any agency or department thereof, under

Contract No. FSC(F) -1234 dated 11-19-42.

I (we) further stipulate that no previous assignment has been
made and agree that no additional assignments will be made under this
contract; that payments thereunder will be made by checks drawn to the
order of the assignee.

Contractor FIRST FOOD COMPANYBy JOHN DOE
PRESIDENT

Attest:

Title _____

RICHARD ROE
(Secretary)

(Affix Corporate Seal)

UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

RECEIPT AND APPROVAL OF ASSIGNMENT

November 24, 1942.

BANK

Gentlemen:

Subject: Assignment of Claim
Contract No. FSC(F)-1234
Contractor: FIRST FOOD COMPANY

Address: BALTIMORE, MD.
Commodity: MEAT PRODUCTS

This will acknowledge receipt of "Notice of Assignment" and "Instrument of Assignment", assigning to you all moneys due or to become due under the subject contract.

Three copies of the "Notice of Assignment" have been accepted and are returned herewith. Two copies should be forwarded to the assignor to be attached to the first voucher submitted in claim for payment under the contract.

The assignee should be named as payee at the top of the voucher form and the certificate of vendor should be executed by the contractor.

Very Truly yours,

cc: Contractor

UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

TRANSMITTAL OF ASSIGNMENT

November 24, 1942.

To: Fiscal Division, Washington, D. C.

From:

Subject: Assignment of Claim

Contract No.: FSC(F)-1234

Contractor : FIRST FOOD COMPANY

Address: BALTIMORE, MD.

Assignee: MARYLAND NATIONAL BANK OF BALTIMORE

Address: BALTIMORE, MD.

Commodity : MEAT PRODUCTS

There are forwarded herewith copies of "Notice of Assignment" and "Instrument of Assignment" under the above-mentioned contract.

Kindly acknowledge receipt on the carbon copy of this memorandum.

CC: Voucher Review Section, Regional Fiscal Division

Director's Memorandum No. 15, Supplement "5" is hereby renumbered No. 1.

Director's Memorandum No. 15, Supplement "5" is hereby renumbered No. 1.

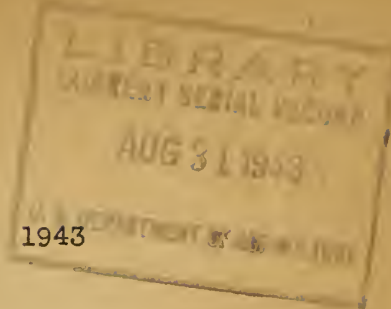
Director's Memorandum No. 15, Supplement "5" is hereby renumbered No. 1.

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Director's Memorandum No. 15, Supplement "5" is hereby renumbered No. 1.

UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington 25, D. C.

August 24, 1943



DIRECTOR'S MEMORANDUM NO. 15

Supplement 2

Amendment 1

Clearance of Announcements and Offer and Contract Forms

The commodity branches are responsible for the review previously performed by the Program Services Division to ascertain that announcements and offer forms and other contract forms: (a) are set up in accordance with established format; (b) are in compliance with the requisite fiscal conditions; (c) are legally sufficient.

In accordance with Director's Memorandum No. 61, prior fiscal approval for proposed procurement programs shall be obtained from the Budget Division and the Finance and Accounts Division through Assistant Deputy Director, S. R. Newell. The commodity branches shall also look to these Divisions for advice concerning established fiscal procedures and compliance with other requisite fiscal conditions.

The commodity branches shall contact the Solicitor's Office directly for legal clearance by the Solicitor of announcements and offer and other contract forms, and in obtaining legal counsel for other phases of the procurement programs. The Solicitor's Office should be contacted as early as possible in the development of a procurement proposal -- such as an announcement or offer form -- and then when such proposal is ready for formal clearance, it should be submitted far enough in advance to permit adequate review. By contacting the Solicitor's Office early in the development of the proposal, the time required for review can be reduced to a minimum. The Solicitor's Office has agreed to give immediate attention to all requests for clearance.

Commodity branches are to contact Mr. George Cooper, Room 1328, Extension 5552, and he will obtain the necessary clearance through the Solicitor's Office. If Mr. Cooper is not available at any moment, contact should then be made with Mr. Charles Nutting, Chief, General Food Distribution and Procurement Division, Room 1018, Extension 4631.

Roy F. Hendrickson
Director

INDEX ENTRIES

Procurement: Announcements and Offer and Contract Forms, clearance of
Announcements and Offer and Contract Forms, clearance of (See Also
Procurement)

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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

U. S. Department of Agriculture
February 11, 1943.

DIRECTOR'S MEMORANDUM NO. 15

Supplement 3

Designation of Field Purchase Representatives

Memorandum No. 15 assigned to Regional Administrators the responsibility for conducting Section 32 purchase programs and for carrying out promptly and efficiently instructions and policies of the Director and his deputies, including the chiefs of branches and administrative divisions. The assignment of such responsibility to Regional Administrators carries with it the authority to re-delegate to any of their personnel such authority as may be required to effectuate their operations. Accordingly, Regional Administrators are to issue such authorities and to arrange for their termination as necessary.

In order to avoid any conflict, all designations of Purchase Representatives heretofore issued by me or by my deputies are hereby cancelled as of March 1, 1943.

Roy F. Hendrickson

Director

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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

March 11, 1943

DIRECTOR'S MEMORANDUM NO. 15

Supplement 4

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Assignment of Duties and Responsibilities in FDA for Foreign Department of Agriculture
Purchase and Importation Activities

Purpose - The purpose of this memorandum is to assign duties and responsibilities for carrying out foreign purchase and import activities in the Food Distribution Administration insofar as they relate to (a) the Department Committee on Foreign Purchase and Importation and the Commodity Credit Corporation and (b) War Production Board Order W-63.

Definition of Terms - 1. Department Committee on Foreign Purchase and Importation - hereafter referred to as the Department Committee.
2. FDA Subcommittee on Foreign Purchase and Importation - hereafter referred to as the FDA Subcommittee.

I. Duties and Responsibilities for Over-All FDA Foreign Purchase and Importation Activities.

A. FDA Subcommittee on Foreign Purchase and Importation

Membership: There is hereby established an FDA Subcommittee on Foreign Purchase and Importation consisting of the Assistant Deputy Director on Procurement, the Assistant Deputy Director to Deputy Director Kitchen, the Chief of Requirements and Allocations Control, and the chiefs of the following branches: Sugar, Special Commodities, and Fats and Oils. The Assistant Deputy Director on Procurement is to serve as Chairman of the Committee. A representative of Requirements and Allocations Control is to act as Executive Secretary.

Functions: 1. The primary responsibility of the FDA Subcommittee is to assist the Director, or his alternate, in carrying out his responsibilities as a member of the Department Committee. In performing this function, the FDA Subcommittee is to serve as the focal point in FDA for the formulation of recommendations to the Director, or alternate representative, for transmittal to the Department Committee on:

(a) kinds and amounts of imported materials to be acquired;

- (b) sources of foreign supplies to be acquired;
- (c) specified periods in which materials are to be imported;
- (d) prices or price ranges to be paid;
- (e) specifications, types, and grades of goods to be imported;
- (f) packaging instructions;
- (g) shipping instructions, including point of destination;
- (h) recommendations as to whether the commodity is to be procured through public or private importation;
- (i) disposition of imported foods.

2. A further responsibility of the subcommittee shall be to determine over-all policy and to pass on all basic programs in connection with the administration of General Imports Order M-63, insofar as importation for the account of private import organizations is concerned. In performing this function the committee is to decide whether or not private importation of specified commodities is to be recommended, and to determine the basic program under which the importation shall proceed. The Assistant Deputy Director on procurement shall serve as the medium for transmitting all such policy and program matters to the FDA Subcommittee for action.

3. The subcommittee shall serve as the sole medium in FDA for channeling material to FDA representatives on the Department Committee. All material to be submitted to the Department Committee must clear through the subcommittee before being transmitted. The subcommittee in turn will transmit to the appropriate commodity branches, the Program Liaison Division, and the Transportation and Warehousing Branch decisions reached by the Department Committee and keep them informed as to all these matters.

B. Assistant Deputy Director on Procurement

As Chairman of the FDA Subcommittee, the Assistant Deputy Director on Procurement will coordinate the activities of the subcommittee and use the subcommittee for assistance in compiling recommendations to be made to the Director or to the alternate representative on the Department Committee. The Assistant Deputy Director is to keep other subcommittee members, the commodity branches, the Program Liaison Division, and the Transportation and Warehousing Branch currently informed of matters of interest to them which are discussed and acted upon by the Department Committee. He shall also be

free to call upon other members of the subcommittee or upon representatives of the branches and divisions for assistance in preparing or presenting FDA recommendations at the Department Committee meetings.

C. Requirements and Allocations Control

Requirements and Allocations Control is responsible for compiling data on over-all requirements and total prospective supplies, including foreign, and for furnishing such data to the FDA Subcommittee for use in formulating recommendations to the Department Committee on the importation of specific quantities of food and food facilities. It is also responsible for recommending allocations of food obtained from foreign sources which are to be transmitted to the Department Committee through the FDA Subcommittee. After these allocations have been approved by the Department Committee, they are to be forwarded to the Commodity Credit Corporation for action.

II. Duties and Responsibilities for Administration of that Part of General Imports Order M-63 which Refers to the Importation of Foodstuffs for the Account of Private Import Organizations.

A. Assistant Deputy Director on Procurement

The Assistant Deputy Director on procurement is responsible for coordinating FDA operations under that part of the War Production Board General Imports Order M-63 which refers to the importation of foodstuffs for the account of established private import organizations. All policy determinations and all basic programs shall be established by the FDA Subcommittee before being put into effect, insofar as these policy determinations and programs refer to a decision on whether or not to permit private importation of a specified food and the programs under which such importation is to proceed. The Assistant Deputy Director is to coordinate operating procedures of the branches under M-63, to act as a clearance and liaison officer for operations which cut across a number of commodity branch lines, and to serve as a central clearance point with the War Production Board and other agencies in matters (other than policy matters) relating to operations in connection with private importation.

B. Special Commodities Branch

1. Special Commodities Branch is responsible for administering, in cooperation with the commodity branches, that part of the War Production Board Order M-63 which refers to the im-

portation of foodstuffs other than sugar and fats and oils and oil-bearing materials for the account of established private import organizations, subject to the following conditions:

(a) All administration under Order M-63 should be in conformity with the requirements of public purchase programs as prescribed by CCC since the negotiation and operation of public purchase programs are directly influenced by the impact on foreign markets of the operations of Order M-63.

(b) All private importation must be carried out within the framework of government-to-government commodity agreements now extant or subsequently executed.

(c) The appropriate commodity branches shall be consulted and make recommendations to the Branch with regards to the importation of all commodities on which the Special Commodities Branch does not conduct domestic purchase programs.

2. In addition to the particular responsibility for private import operations pertaining to the commodities handled by the Branch, this Branch is also responsible for assisting the Assistant Deputy Director in charge of procurement in carrying out his responsibility for over-all FDA coordination of these activities. This Branch will maintain facilities for conducting day-to-day operations - answering telephone requests, correspondence, performing clerical operations in connection with applications for import licenses, maintaining shipping space records, and performing related activities.

C. Sugar Branch

The Sugar Branch is responsible for administering that part of War Production Board Order M-63 which refers to the importation of direct consumption sugar. It is also responsible for the administration of Food Distribution Order No. 7 which refers to the importation and allocation of raw sugar.

The provisions outlined in (a) and (b) above shall govern the activities insofar as they are concerned.

D. Fats and Oils Branch

The Fats and Oils Branch is responsible for administering that part of the War Production Board Order M-63 which refers to the importation of fats and oils and oil-bearing materials and the allocation of them among various importers.

The provisions stated in (a) and (b) above also apply to the activities of the Fats and Oils Branch.

III. Relationships to Agencies Outside FDA for Foreign Purchase and Importation.

The relationships between FDA and the Department Committee on Foreign Purchase and Importation are described in Memorandum 1054 Supplement 2 issued by the Secretary on January 22, 1943. The relationships between FDA and Commodity Credit Corporation are covered in a memorandum of understanding issued as Secretary's Memorandum 1054 Supplement 4 on February 13, 1943.

Roy F. Hendrickson

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WAR FOOD ADMINISTRATION
Office of Distribution
Washington 25, D. C.

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U. S. DEPARTMENT OF AGRICULTURE

April 7, 1944

DIRECTOR'S MEMORANDUM NO. 15

Supplement 4

Amendment 1

Inter-Agency Food Importation Committee

Administrator's Memorandum No. 27, Supplement 4, Amendment 3, establishes the Inter-Agency Food Importation Committee. This committee replaces the Department Committee on Foreign Purchase and Importation which was established pursuant to Secretary's Memorandum No. 1054, Supplement 2, and transfers to the Office of Distribution the primary responsibility for the activities of the War Food Administration relative to food importation.

Assistant Deputy Director Otis H. Reed is hereby designated Chairman of this Committee. The Vice Chairman and Executive Secretary shall be designated by the Chairman.

Lee B. Marshall

Director

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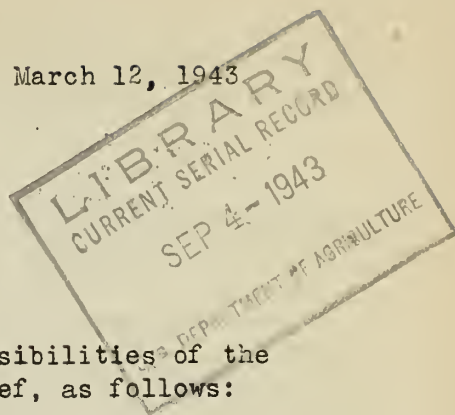
UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD DISTRIBUTION ADMINISTRATION
WASHINGTON, D. C.

March 12, 1943

Director's Memorandum No. 15

Supplement 5

Internal Procurement Operations



In accordance with my previous memoranda procurement responsibilities of the Food Distribution Administration have been assigned, in brief, as follows:

1. Major Ralph W. Olmstead, Deputy Director, is hereby assigned responsibility and authority for coordination and direction of all domestic and foreign procurement matters, at the staff level, reporting directly to me.
2. The Chiefs of the commodity branches have been given responsibility and authority for the initiation and execution of domestic purchase programs to meet the requirements of supply programs, at the operating level. The Chiefs of the commodity branches are further responsible for the initiation of recommendations relating to the foreign purchase of foods and, when specifically directed, for the execution of foreign purchase programs.
3. The Chief of the Transportation and Warehousing Branch has been given responsibility and authority for the initiation and execution of the custody and disposition phases of procurement programs, at the operating level.
4. The Chiefs of the other branches and divisions of FDA, as their respective fields of endeavor dictate, have been given responsibility and authority, at the operating level for supplementing the procurement work described above.

FDA's procurement activities are divided into three broad fields.

The first is the "marketing activity" embracing our Section 32 operations.

The second is the "inventory activity" embracing our current General Commodities Purchase Program.

The third is the "supply activity" embracing all other current procurement operations, which are the Defense Aid Program, the Section 40 (Red Cross) Program, the Caribbean Supply Program, the Territorial Emergency Program and, finally, that group of direct sales made from the inventory(GCP) program. (A list of current recipients of foods under the supply activity is appended.)

The procurement operations of our "marketing activities" have already been defined. (Administrator's Memorandum No. 15.)

In order to properly direct and coordinate all procurement activities of FDA, it is necessary to know at all times the procurement plans and objectives of the operating branches. The following, therefore, prescribes for "inventory activities" and "supply activities",

A, the internal procedures which are prerequisite to purchase operations, and
B, the internal procedures which are prerequisite to the custody and disposition of purchased commodities.

A--Purchase Prerequisites

Requirements Estimates are advance statements of needs secured from all claimant agencies for developing quarterly, or longer, allocations of supplies. These estimates are to be used only as a basis for operations of Requirements and Allocations Control and not as a basis for procurement operations. Requirements estimates can be changed or new requirements established only after clearance with Requirements and Allocations Control. When any changes are made, Requirements and Allocations Control in turn will adjust allocations made and notify the appropriate branches in F.D.A.

Allocations, as approved by the Secretary and issued by Requirements and Allocations Control, are long-term requirements and as such are the basis of purchase operations. FDA as a purchase representative of many of the agencies receiving commodity allocations has an obligation to purchase and deliver to those agencies the quantity of the commodities allocated to them, and to purchase that portion of each commodity allocated as a contingency reserve. Purchases of long-term requirements should generally be made in the "inventory activity" in order to obtain the maximum mobility or diversification of goods. Pending the issuance of allocations, a copy of a delivery requisition is sufficient authority for purchase action by the commodity branches.

Delivery Requisitions, presented by governments, agencies, or persons through the "supply programs" are primarily requests for delivery of goods already allocated. After preparation of a Purchase Plan, the purchase of allocated items in the inventory activity shall not be delayed pending receipt of a delivery requisition. Requisitions shall be received by the Program Liaison Division for screening to determine that they are within the approved allocations concerned and shall then be transmitted to the commodity branches and to the Transportation and Warehousing Branch for information and action.

For each new allocation for any commodity approved by the Secretary, the Chief of the commodity branch handling that commodity shall immediately prepare a Purchase Plan for the whole quantity of the commodity covered by that allocation which is to be acquired by FDA. Allocations will generally be for a long period of time but may be in full detail for only a short period. However, Purchase Plans shall be made for the longest period of the allocation.

If any allocation once approved is subsequently modified, a revised Purchase Plan need be prepared only if such modification affects the original Purchase Plan. For example, an appreciable increase or decrease in the total quantity of a commodity allocated to agencies whose supplies are procured by FDA would require a modified Purchase Plan, but a shifting of percentages allocated to such agencies without changing the total would not require a modified Purchase Plan.

Each Purchase Plan shall be prepared in form as brief (maximum of two pages) as is consistent with proper presentation of the pertinent elements, which are as follows:

1. Commodity and total quantity allocated.
2. Quantity required to be purchased by FDA, including the contingency reserve, and names of the programs of purchase.
3. Breakdown by claimant agencies (and contingency reserve) as to grade, types, packages, times of delivery, where specified.
4. Monthly delivery schedule (to FDA) of proposed acquisitions.
5. Method of purchase and need for the development and use of special aids, such as orders, rationing, financing, priorities, etc. (No purchase plan or action thereunder shall be withheld or delayed pending actual development of such orders, financing plan, etc.)
6. Recommended changes required to adjust supply situation to allocations, if any.

There shall be a Purchase Plan for all commodities for which there are approved allocations, and each Purchase Plan, immediately after preparation, shall be distributed by the commodity branch as follows:

- Original, retained by the commodity branch concerned.
- Two copies to the Deputy Director in charge of procurement coordination.
- One copy to the Program Liaison Division.
- One copy to the Transportation and Warehousing Branch.

Development and modification of Purchase Plans, as well as acquisition of commodities in the quantities and in the manner set forth in such plans, is the full responsibility of the Chiefs of the commodity branches.

The Deputy Director in charge of procurement coordination may at any time call upon any commodity branch to present a Purchase Plan for a commodity under an approved allocation but for which a plan has not yet been prepared or for a commodity not allocated. In such event, the commodity branch shall prepare and distribute such plan to the Deputy Director within the time period specified by the Deputy Director.

Once each week each commodity branch shall submit to the Deputy Director in charge of procurement coordination and to the Program Liaison Division a report of the progress of operations under each Purchase Plan.

Whenever the Chief of a commodity branch deems it advisable to purchase any given commodity from foreign production, regardless of whether the purchase is to be made in a domestic market or in a foreign market, he shall prepare a recommendation of such purchase. Original and one copy of this recommendation shall be sent promptly to the Chairman of the FDA Sub-committee on Foreign Purchase and Importation for action. Results of the Sub-committee's action will be forwarded to the Department Committee on Foreign Purchase and Importation and action taken will then be reported to the branches by the Chairman of the Sub-committee.

In the event any foreign purchase is delegated to FDA, the commodity branches concerned will be so advised by the Deputy Director in charge of procurement coordination. Such purchases shall then be made in accordance with the procedure established for domestic purchases.

B-Disposition Prerequisites

Delivery Requisitions, presented by governments, agencies, or persons through the "supply programs" are prerequisites to the delivery of any commodity from FDA. Such requisitions may be of long or short term but are always supplemented by specific delivery directives of the recipient.

Whenever, at a given time, supplies on hand are inadequate to meet the specific delivery directives of the recipients, the Program Liaison Division shall divide such existing supplies among the recipients. In making such division, it shall consult with the Chief of the Commodity Branch concerned as to the probable future progress of the Purchase Plan, with the Chief of the Transportation and Warehousing Branch, and with the recipients concerned.

Purchase Plans, prepared by the commodity branches, always contemplate delivery of goods to some recipient at some time but are not prerequisite to disposition.

Disposition activities are divided into three phases of operations.

First, there is disposition to meet programmed needs (Requisitions received from claimant agencies by FDA are programmed needs if within the allocated quantities of commodities to be procured by FDA.)

Second, there are direct sales for the primary purpose of inventory reduction.

Third, there are non-programmed deliveries. These are defined in more detail in part three hereof.

1. Disposition to meet programmed needs:

For each Purchase Plan the Chief of the Transportation and Warehousing Branch shall promptly prepare an acknowledgment of such plan and an expression of the ability of his branch to receive, handle, warehouse and deliver the quantity of the commodity covered by the plan. Such acknowledgment shall be sent to the Deputy Director in charge of procurement coordination with one copy to the Program Liaison Division.

Custody and disposition of commodities acquired under Purchase Plans for disposition as set forth in delivery requisitions is the full responsibility of the Chief of the Transportation and Warehousing Branch. Accordingly, after execution of a purchase contract by a commodity branch, no contract shall be modified as to delivery conditions without the concurrence of the Transportation and Warehousing Branch, and no other contract modifications shall be made or undertaken without first so notifying the Transportation and Warehousing Branch.

The progress of custody and disposition operations will be revealed in the reports on custody and disposition and in the weekly shipping meetings held by the Program Liaison Division.

2. Inventory reductions:

Occasionally, because of changes in allocations, etc., FDA may acquire inventories of commodities for which there is no longer a disposition requirement.

Whenever this situation occurs, the Chief of the commodity branch which originally acquired the commodity shall prepare a Sales Plan for that quantity of the commodity desired to be disposed of.

Each Sales Plan shall be in form as brief (maximum of two pages) as is consistent with proper presentation of the pertinent elements, which are as follows:

1. Commodity; quantity on hand; quantity to be disposed of.
2. Schedules of releases by time and quantity; by program.
3. Recommended conditions of sale, prices, etc. (Price factors must be cleared with the staff coordinator responsible for pricing.)
4. Justification for the disposition.
5. Effect on allocations, rationing, domestic markets, etc.

Each Sales Plan, immediately after preparation by the commodity branch shall be submitted to the Deputy Director in charge of procurement coordination for his approval before such plan shall be placed in effect. There shall be an approved Sales Plan for all commodities which are disposed of for purposes of inventory reduction.

The Deputy Director in charge of procurement coordination shall consult with the Deputy Director in charge of civilian food requirements and with the Chief of Requirements and Allocations Control prior to approval of a Sales Plan.

Each approved Sales Plan shall be distributed by the Deputy Director as follows:

- Original to the commodity branch concerned.
- Two copies retained by the Deputy Director in charge of Procurement coordination.
- One copy to the Program Liaison Division.
- One copy to the Transportation and Warehousing Branch.
- One copy to the Requirements and Allocations Control.
- One copy to the Deputy Director in charge of civilian food requirements.

Execution of contracts of sale in the quantities and in the manner set forth in the Sales Plan shall be the full responsibility of the Chief of the commodity branch preparing the plan, and delivery of goods under those contracts shall be the full responsibility of the Chief of Transportation and Warehousing Branch

The Deputy Director in charge of procurement coordination may at any time call upon any commodity branch to present a Sales Plan for the inventory reduction of any commodity. In such event, the commodity branch concerned shall present such plan within the time period specified by him.

Once each week each commodity branch concerned shall submit to the Deputy Director in charge of procurement coordination, to the Program Liaison Division, and to the Transportation and Warehousing Branch a report of the progress of operations under each approved Sales Plan.

Consultants and Chiefs of technical or advisory branches and divisions of FDA may at any time present to the commodity branch chiefs recommendations for the development of Sales Plans. If any such recommendations are made, a copy of such recommendation shall be sent to the Deputy Director in charge of procurement coordination at the same time it is sent to the commodity branch.

3. Non-programmed deliveries:

Non-programmed direct sales include all dispositions not covered in parts one and two above except salvage sales which are a matter of inventory accountability falling within the jurisdiction of the Transportation and Warehousing Branch.

Non-programmed direct sales are of two types, both classed as emergencies.

The first type embraces requests for goods which are within the overall allocation for the commodity and which were not contemplated to be acquired by FDA but which can be acquired and delivered without requiring a revision of the allocation. For purposes of description, this type shall be known as an "allocated emergency". An example of this type is as follows: U. S. Army has an allocation for 1000 units of meat which the Army contemplated acquiring. Unexpectedly the Army asks FDA to supply a part or all of the allocated 1000 units from stocks held by FDA.

The second type embraces requests for goods which were not covered specifically by an allocation (but may be within the contingency reserve allocation) and which were not contemplated to be acquired by FDA. For purposes of description, this type shall be known as an "unallocated emergency". An example of this type is as follows: A foreign government presents delivery requisitions approved by the Lend-Lease Administration and which provide for prompt delivery. Such government has not presented requests for an allocation and is not represented in the allocations for the commodities requested.

Contracts of sale or delivery requisitions shall be the sole prerequisites to disposition for non-programmed deliveries.

The Program Liaison Division has the authority and responsibility for the execution of sales contracts and for the approval of delivery requisitions for non-programmed deliveries but in their preparation shall consult with others as follows:

- a. Allocated Emergencies: Under this type of request the Program Liaison Division shall consult with the Chief of the commodity Branch concerned as to the probable future progress of the Purchase Plan and with any claimant agencies whose time schedule of deliveries will be affected.
- b. Un-allocated Emergencies: Under this type of request the Program Liaison Division shall consult with the Chief of the commodity branch concerned as to the probable future progress of the Purchase Plan, with any claimant agencies whose time schedule of deliveries will be affected, and with the Chief of Requirements and Allocations Control and shall obtain approval of proposed action from the Director or Acting Director.

As promptly as possible after approval of action under an un-allocated emergency, the allocations for the commodities involved shall be revised to reflect the new allocations.

General

Effective immediately the procedure prescribed by this memorandum shall control all procurement operations undertaken by the Food Distribution Administration.

Purchase Plans and Sales Plans shall be numbered at the time of preparation in accordance with the following system:

- First, the type of plan: i.e. Purchase Plan or Sales Plan.
 - Second, the branch symbol: i.e. FV, Dp, etc.
 - Third, the consecutive plan number within the branch: i.e. 1,2,3, etc.
 - Fourth, the consecutive modification number if any: i.e. M1, M2, etc.
- Samples: Purchase Plan-FVI; Sales Plan-DP2-M1.

All correspondence concerning any plan shall refer thereto by number.

Effective immediately, all Program Review and Commodity Review meetings are discontinued. In lieu of these meetings, it will be the responsibility of the Deputy Director in charge of procurement coordination to report to me monthly on the status of all programs.

Procedures governing reports to be furnished and meetings to be held under the operations set forth herein will be prescribed in memoranda issued by the Deputy Director in charge of procurement coordination.

Executives of the Food Distribution Administration are requested to establish beyond question that their associates working on procurement matters are schooled in these procedural changes without delay in order that the changeover may be effected speedily.

List of Recipients of Foods Under the Supply Activity

Defense Aid Programs (Lend-Lease)

United Kingdom
British Military Services
Free French
Poland
Russia
Yugoslavia
Turkey
Vichy-French
Greece
Dakar
So. Rhodesia
North Africa
West Africa
Fighting French
Relief and Rehabilitation

Section 40 Program

Red Cross (Supplies for
foreign countries.)

Territorial Emergency Program (TEP)

Hawaii

Caribbean Stockpile Program (CSP)

Puerto Rico
Virgin Islands
Trinidad
Jamaica
Colonial Liaison

Direct Sales

U. S. Army
U. S. Navy
U. S. Marine Corps
Red Cross (Includes Prisoner
of War packages.)
Maritime Commission
War Shipping Administration
Treasury Department
Veterans' Administration
Panama Canal
Interior Department (Territory
of Alaska, Alaska Road Com-
mission, Alaska Railroad.)
Colonial Liaison
Russian War Relief
Hadassah, Incorporated
Defense Supplies Corp.
Coordinator of Inter-American
Affairs
Rubber Reserve
Fed. of Icelandic Coops.
Stabilization Corporation Ltd.
Canada
Sweden
Switzerland

Roy F. Hendrickson

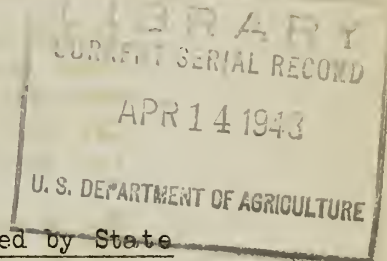
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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

April 8, 1943

DIRECTOR'S MEMORANDUM NO. 15

Supplement 6.



Procedure Governing the Sales of Commodities Redonated by State
Welfare Agencies to the Food Distribution Administration
(Section 32 Program)

In discontinuing the direct distribution of commodities under presently operated domestic distribution programs as outlined in Director's Memorandum No. 4, Supplement 1, the following procedure will govern the disposition of commodities which have been or may be redonated by State Welfare Agencies to FDA.

1. The Regional Administrator, or in his absence the Acting Regional Administrator, is hereby authorized to accept the commodity or commodities from the State Welfare Agency. Upon receipt of advice from a State Welfare Agency that they will redonate to the Food Distribution Administration certain commodities, the Regional Administrator shall determine whether the commodity may be used in another area within his region for distribution to recipients authorized by notice of allocation to receive such food commodities and, if so, to arrange for their reshipment.
2. If there is no outlet within his region for the distribution to relief of the commodity donated, the Regional Administrator shall declare the commodity surplus, and, if the commodities are scattered in small lots in various commodity depots throughout the State, which commodity may be perishable and/or where it is not advantageous to pick up and assemble in sizeable lots at central points, may dispose of the commodities in the following manner:
 - (a) May donate to institutions (1) commodities rendered unresalable because of damaged containers, or (2) commodities of which small lots are so widely scattered as to involve disproportionate transportation costs in moving to central points for sale.
 - (b) May advertise the commodities for sale on an as-is and where-is basis and sell the commodities for cash, certified or cashiers' checks, such checks to be made payable to the Treasurer of the United States.

If the estimated value of the food commodities at any one given point is not in excess of \$300, the Regional Administrator may sell this lot without communicating with the Civilian Programs Branch, provided that care is taken to observe all Office of Price Administration price ceilings and Food Distribution Administration general policies.

If the estimated value of the food commodities at any one given point is in excess of \$300, the Regional Administrator, before advertising the commodity for sale, shall communicate with the Civilian Programs Branch to ascertain the minimum price for which the commodity should be sold.

- (c) Where the commodities sold are subject to rationing orders of the Office of Price Administration, it shall be the responsibility of the Regional Administrator to secure from the purchaser ration coupons or ration checks in sufficient number or amount to cover the point or other value of the commodities sold and to transmit such coupons or checks to the Chief, Civilian Programs Branch.
 - (d) The Regional Administrator shall transmit to the Chief of the Regional Fiscal Division all checks for moneys received from the sales of commodities, which checks shall be accompanied by a memorandum setting forth the commodity, number of units, and price per unit covered by such check.
 - (e) Upon receipt of the check, the Chief of the Regional Fiscal Division shall deposit same in the United States Treasury to the credit of Miscellaneous Receipts.
3. If the commodities redonated are assembled in carlots, the Regional Administrator shall determine:
- (a) Whether the commodity may be used in another area within his region for distribution as provided heretofore.
 - (b) If there is no outlet within his region for distribution of the commodity redonated, the Regional Administrator shall communicate with the Civilian Programs Branch, setting forth the following data: (1) commodity; (2) quantity; (3) f.o.b. point and originating carrier; (4) how packaged and labeled; and (5) delivery order number under which the commodity was originally received, and request the Chief of the Civilian Programs Branch to advise disposition.
 - (c) The Civilian Programs Branch shall determine:
 - (1) Whether the commodity or commodities may be used in another region for distribution as provided heretofore. If it is determined that the commodity or commodities may be used in another region, it will so advise the Regional Administrator.

- (2) If it is determined that there is no outlet for the commodity or commodities within another region, the Civilian Programs Branch, shall declare the commodity or commodities surplus and shall prepare a Sales Plan in accordance with procedure as established in Director's Memorandum No. 15, Supplement 5.
 - (3) The Sales Plan may propose Transfer to any of the Administration's programs other than GCP or may propose sale to commercial users. When commodities are transferred to the Administration's programs, the transfer will be considered a transfer of stock items, and the applicable appropriation of the program involved shall be charged and the appropriation under which the commodities were purchased shall be credited.
 - (4) All commodities sold hereunder shall be sold f.o.b. their present location.
 - (5) The procedure outlined in paragraph 2, sections (b), (c) and (d), shall also apply to this section. Paragraph 2 (e) shall also apply to this section insofar as sales to non-Governmental purchasers are concerned.
4. The Finance and Accounts Division will handle the reimbursements to the proper appropriation.
 5. The disposition of inventories that become available, in accordance with this memorandum, will be planned by the Civilian Programs Branch in collaboration with the respective branches and divisions concerned.

It is anticipated that in view of the present heavy demands upon our food supplies very negligible quantities of commodities will be directly purchased by the Food Distribution Administration with Section 32 funds after April 1, 1943. If such purchases become necessary and if commodities so purchased cannot otherwise be utilized, special arrangements will be made in each instance for distribution through those State or local Welfare Agencies which continue to have necessary facilities and wish to participate.

Roy F. Hendrickson

THE FIRST PART OF THE HISTORY OF THE
REIGN OF CHARLES THE FIRST
BY JOHN BURNET
OF THE UNIVERSITY OF OXFORD
M.D.C.LXXV.

IN TWO VOLUMES.
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UNTIL HIS DEATH.
IN TWO VOLUMES.
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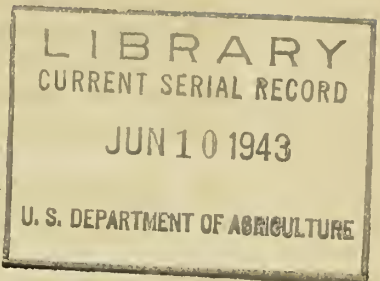
UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

May 15, 1943

DIRECTOR'S MEMORANDUM NO. 15

Supplement 7

INTER-AGENCY FOOD PROCUREMENT COORDINATION



The policy outlined below has been recommended unanimously by the Inter-Agency Food Procurement Committee. I have approved this policy, to be effective immediately. Accordingly, all Food Distribution Administration orders and allocations should be revised on the uniform basis called for by this policy statement.

I. Agencies for which Separate Allocations should be Set Up

Under the requirements and allocations control system separate allocations should be set up only for the following groups of agencies, in addition to the allocation for civilians, contingency reserves, operating inventories and for exports through commercial channels:

1. The armed forces (Army; Navy; Marine Corps; Coast Guard; any person feeding pursuant to a written contract with any agency of the United States personnel of the Army, Navy, Marine Corps, Coast Guard of the United States messes under the command of a commissioned or non-commissioned officer (to the extent necessary to feed such personnel)).
2. Lend-Lease countries and other foreign countries specifically provided for under protocols.
3. Relief agencies such as the Red Cross and the Office of Foreign Relief and Rehabilitation Operations.
4. Veterans' Administration.
5. Territories and related areas including Alaska, Hawaii, and the Caribbean stockpile.
6. Maritime Commission and War Shipping Administration.
7. Board of Economic Warfare, for governments.

Whenever any question arises as to the scope of any of the agencies designated above, (i.e., meaning of the term "army") the agency in

question shall have the responsibility of determining the groups of individuals included. Such determinations shall be in writing to the War Food Administrator for his approval. In this connection it is the responsibility of each of the agencies requesting an allocation to submit to the Administrator a statement as to the groups included at the time requirements are forwarded under the allocations procedure.

II. Designation in Food Distribution Administration Orders of Agencies Eligible to Buy Set-Aside Foods Direct from Vendors

Operations within Food Distribution Administration with regards to the designation of agencies eligible to buy food set-aside for government use, and the procedure under which these set-aside foods will be procured, will be as follows:

1. In each Food Distribution Administration order the following agencies should be designated as eligible to buy set-aside foods direct from suppliers:

- (a) The armed forces (Army; Navy; Marine Corps; Coast Guard; any person feeding pursuant to a written contract with any agency of the United States personnel of the Army, Navy, Marine Corps, Coast Guard of the United States messed under the command of a commissioned or non-commissioned officer (to the extent necessary to feed such personnel)).
- (b) Food Distribution Administration
- (c) War Shipping Administration
- (d) Veterans' Administration
- (e) Any other agency named by the Administrator

2. These designations should be supplemented by an inter-agency memorandum of understanding among the agencies procuring food specifying the manner in which a set-aside food will be procured and the agencies to which food will be distributed.

3. Set-aside foods should be delivered only to agencies which had an allocation included in determining the set-aside percentage used in the order.

III. Designation in Food Distribution Administration Orders of Agencies Eligible to Buy Quota Exempt Foods Direct from Vendors

All Food Distribution Administration operations covering the designation

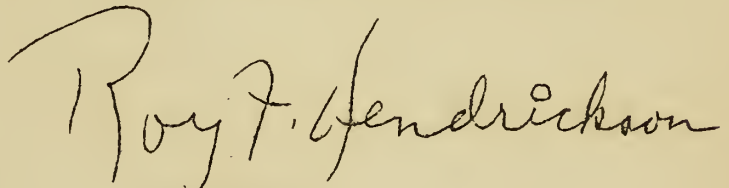
in orders of agencies eligible to buy foods outside the quotas established for civilian users, and the procedure under which these foods are to be procured should be based on the following:

1. In each Food Distribution Administration order the following agencies should be designated as eligible to procure quota exempt foods direct from suppliers:

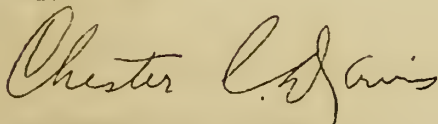
- (a) The armed forces (Army; Navy; Marine Corps; Coast Guard; any person feeding pursuant to a written contract with any agency of the United States personnel of the Army, Navy, Marine Corps, Coast Guard of the United States messes under the command of a commissioned or non-commissioned officer (to the extent necessary to feed such personnel)).
- (b) Food Distribution Administration
- (c) War Shipping Administration
- (d) Veterans' Administration
- (e) Any other agency named by the Administrator

2. These designations should be supplemented by an inter-agency memorandum of understanding among the agencies procuring food, specifying the manner in which quota exempt food will be procured and the agencies to which this food will be distributed.

3. Quota exempt foods should be delivered only to agencies which have an allocation excluded from the civilian percentage quota used in the order.

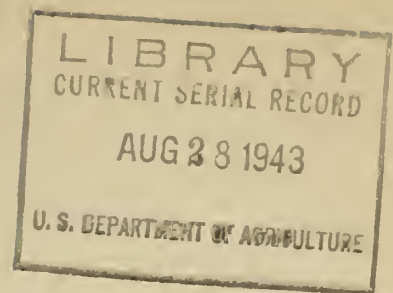

Director

Approved:


War Food Administrator

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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.



July 26, 1943

DIRECTOR'S MEMORANDUM NO. 15

Supplement 8

Drawback on Export Shipments Made by the
Food Distribution Administration

Hereafter it is the policy of FDA, in connection with purchases by FDA or FSCC of imported commodities which are later exported for wartime supply programs, to purchase such commodities at the domestic price and secure a waiver, release, or assignment of all rights to duty drawbacks and refunds of excise taxes.

This memorandum supersedes Director's (Administrator's) Memorandum No. 26, dated August 19, 1942.

Roy F. Hendrickson

Director

INDEX ENTRY:

Procurement:

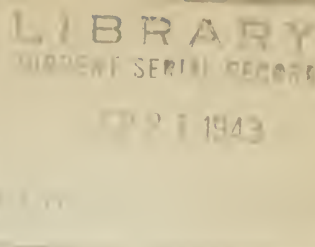
Drawback on Export Shipments made by FDA

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CHICAGO, ILL.

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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

September 8, 1943

DIRECTOR'S MEMORANDUM NO. 15

Supplement 9

A Distribution of Commodities Acquired Under Section 32 Purchase Programs

The responsibility for the disposition of Section 32 commodities, previously vested in the Civilian Programs Branch, is hereby assigned to the commodity branches.

The commodity branches shall notify the Custody and Disposition Division of the Transportation and Warehousing Branch of any pending program, and concurrently with the development of the program and the drafting of a memorandum outlining the supplemental program as required by the General Section 32 Docket, a plan of distribution will be drawn up by the commodity branch and approved by the Custody and Disposition Division. This plan shall indicate the amounts of commodities to be donated to institutions, the amounts to be stored pending further disposition, the amounts to be delivered for processing, and any other avenues for disposing of the purchases.

The Custody and Disposition Division shall furnish shipping instructions to the field purchase representatives, obtain storage space and arrange for protective services for commodities in storage, and supply other traffic and shipping services. This Division shall also maintain up-to-date records of commodities in transit and in storage. The Custody and Disposition Division shall have complete responsibility for commodities in transit.

Personnel in the regional and field offices are responsible for carrying out Section 32 programs in accordance with instructions issued by the commodity branch concerned. In order to keep the commodity branch concerned fully informed while a purchase program is in operation, the purchase representative in the field, at the close of each day's business, shall address a wire jointly to the chief of the commodity branch concerned and to the Chief of Custody and Disposition Division, which shall contain all necessary details of the day's purchases and shipments.

Detailed operating procedures are outlined in the Manual of Field Operations for Section 32 programs. Other procedures will be issued from time to time.

This memorandum supersedes the unnumbered memorandum on the same subject issued June 16, 1943, under the signature of Deputy Director S. R. Smith.

Roy F. Hendrickson
Director

INDEX ENTRIES

Commodities: distribution of, acquired under Section 32

(see also Procurement)

Procurement: Section 32

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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

December 10, 1943

DIRECTOR'S MEMORANDUM NO. 15

Supplement 9
Revision 1

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U.S. DEPARTMENT OF AGRICULTURE

Distribution of Commodities Acquired Under Section 32

The responsibility for the disposition of commodities acquired under Section 32, which was assigned to the commodity branches when the Civilian Programs Branch was dissolved, is hereby transferred to the Civilian Food Requirements Branch. This will provide a central point at which plans and policies can be formulated for the distribution of Section 32 commodities and from which uniform procedural and reporting requirements can be prescribed governing donations to State or local welfare and educational agencies, institutions, and community food preservation centers. It will also facilitate the use of the School Lunch program and the Community Food Preservation program, which are administered through that Branch, as outlets for commodities.

Before releasing commodities from government inventories for donation under Section 32, full appraisal must be made by the commodity branch in collaboration with the Civilian Food Requirements Branch of the possibilities of moving the commodity through regular trade channels. Such appraisal shall take account of the following factors, among others: (a) needs for the commodity in regular distribution channels; (b) needs for the commodity in direct distribution channels; and (c) the fiscal position of FSCC in disposing of the commodity in either direct distribution channels or through regular commercial channels. The facilities of the Civilian Food Distribution Division of the Civilian Food Requirements Branch should be utilized to assist in locating wholesale and other distribution outlets. If the appropriate commodity branch, the Civilian Food Requirements Branch and the Assistant Deputy Director on Procurement determine that other utilization is not feasible and that Section 32 distribution is desirable and practicable, the commodity branch shall submit to the Deputy Director on Procurement a status report showing the quantity of given inventories which on the basis of program requirements need to be disposed of outside of program channels, together with a recommended program for disposition of the commodity. The Transportation and Warehousing Branch will be notified in advance by the commodity branch concerning inventory items in excess of requirements and it will submit to the Assistant Deputy Director on Procurement a report of such items showing, (1) quantity and location of the commodity, (2) information with respect to the quality, condition and suitability of the commodity for human consumption, (it shall be the responsibility of the Transportation and Warehousing Branch to secure any necessary technical advice or service from the appropriate commodity branch in order to supply this information), and (3) information regarding the condition of containers and packages. Each commodity branch will advise the Assistant Deputy Director on Procurement and the Civilian Food Requirements Branch of the official who will represent the branch in carrying out transfers of the commodity concerned. The commodity branch concerned will prepare the necessary memorandum for the Administrator outlining the supplemental program as required by the General Section 32 Docket.

The Civilian Food Requirements Branch, in consultation with the Regional Directors, shall determine the specific outlets to be used and shall furnish shipping destinations to the Transportation and Warehousing Branch. Shipments shall be made and documented by the regional offices as directed by the Transportation and Warehousing Branch. The Transportation and Warehousing Branch will maintain up-to-date records on the location of all commodities, will have full responsibility for commodities in transit and will supply other traffic and shipping services as necessary.

With respect to commodities purchased under the Administration's price support and market stabilization programs, the commodity branch shall notify, by memoranda, the Civilian Food Requirements Branch and the Transportation and Warehousing Branch of such proposed programs. In developing purchase programs, the commodity branch shall request information from the Civilian Food Requirements Branch as to the volume of a commodity that can be handled through direct distribution outlets. The commodity branch will also transmit to Civilian Food Requirements Branch and Transportation and Warehousing Branch copies of all purchase authorizations at the same time they are released to field offices authorizing purchase action. Personnel in the regional and field offices are responsible for carrying out Section 32 programs in accordance with the procedures outlined in the Manual of Field Purchase Operations.

The Civilian Food Requirements Branch will issue detailed instructions regarding agencies or organizations eligible to receive commodities, agreements to be negotiated with such agencies, distribution rates, disposition of salvage container funds, distribution reports to be submitted, and related matters. It will also maintain the necessary control records on direct distribution activities.

This memorandum supersedes Director's Memorandum No. 15, Supplement 9, issued September 8, 1943.

Roy F. Henderson
Director

INDEX ENTRIES:

Commodities: Distribution of, acquired under Section 32 (see also Procurement)
Procurement: Section 32: Commodities, distribution of

WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

September 13, 1943

DIRECTOR'S MEMORANDUM NO. 15
Supplement 10

General Commodities Purchase Program

In accordance with the policy established by Director's (Administrator's) Memorandum No. 2, Supplement Q, placing full responsibility at the branch level for procurement operations, I have delegated the authority, effective July 5, 1943, to conduct the General Commodities Purchase Program to the commodity branches and to the Transportation and Warehousing Branch.

Basic GCP authorizations shall be prepared as in the past for commodities not heretofore procured. The practice of preparing supplemental GCP authorizations, however, shall be discontinued and purchases shall be made in accordance with the following provisions:

DUTIES AND RESPONSIBILITIES: Subject to such directions as I or the Acting Director may from time to time issue, the agents and their delegates, as may be approved by the said Director, are hereby authorized as agents in their respective fields to enter into contracts upon a negotiated or other basis for procurement by purchase, exchange, or by other means, and the processing of agricultural commodities and products thereof, and food products and concentrates, and any and all other commodities as shall be approved by the Commodity Credit Corporation and purchased by the Food Distribution Administration in its capacity as purchaser for the United States Government or any of its agencies, to be supplied to the various agencies and programs specified herein under the paragraph entitled "Disposition," and for transporting and disposing thereof, including contracts for the lease of space and for services in connection with the protection of inventories, upon such terms and conditions as are deemed advisable, and to perform such duties and exercise such authority as are necessary to carry out the purposes of the program.

PERIOD OF OPERATIONS: From July 5, 1943 until further notice.

GRADES AND SPECIFICATIONS: Commodities purchased shall meet the grades and specifications specified in the contracts of purchase.

INSPECTION: Commodities purchased under this program shall be inspected by representatives of the Food Distribution Administration or by an agency designated by or under the supervision of that Administration, except (a) that no inspection certificate shall be required for purchases made from the U. S. Army Q.M.C., and (b) inspection may be waived at the discretion of the branch chief.

BASIC NUMBERS: A basic GCP - number shall be given to each commodity or class of commodities purchased under this program. Assignment of numbers will be made by Program Services Division of Program Liaison. All approved basic numbers now in existence shall remain in effect for those commodities

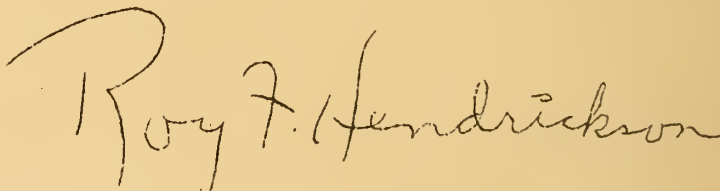
already authorized and any new commodity shall be assigned a new basic number, which number shall be reported to the Commodity Credit Corporation together with the unit of purchase and the date of assignment by Program Services Division.

DISPOSITION: Commodities acquired under this program may be stored and held for disposition as follows:

1. Direct sales to commercial buyers, Red Cross, or foreign governments.
2. Transfer on a reimbursable basis to other agencies of the United States.
3. Transfer on a reimbursable basis to Defense Aid Programs Section 40 Programs, Territorial Emergency Program, Caribbean Emergency Program, Section 32 Programs.

Sales prices shall be those determined in accordance with prescribed policies and procedures and approved by the Deputy Director who coordinates procurement activities.

EXPENDITURES: Expenditures in connection with this program shall be made from the funds made available by the Commodity Credit Corporation, and may include costs of purchasing, exchanging, processing, distributing, disposing of, transporting, storing, handling, inspecting, or any charges incidental thereto, except administrative expenses, and shall be made after the exercise of administrative discretion with respect to those provisions of existing law otherwise governing the expenditure of such funds.



Director

INDEX ENTRIES:

General Commodities Purchase Program (see also Procurement)
Procurement: General Commodities Purchase Program.

(Correction: Director's Memorandum 56, Revision 1, should have specified that Director's Memorandum 55 is superseded.)

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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

December 8, 1943

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CURRENT SERIAL NUMBER
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U.S. DEPARTMENT OF AGRICULTURE

DIRECTOR'S MEMORANDUM NO. 15

Supplement 11

Management of FDA-Owned Inventories

The Deputy Director for Procurement Activities is responsible for the over-all direction of FDA-owned inventories; the commodity branches are responsible for the actual management of their respective inventories; and the Transportation and Warehousing Branch is responsible, in connection with inventory management, for furnishing current information on the location, quantity, and condition of commodities in storage. The purpose of this memorandum is to delineate the operating responsibilities of the commodity branches and the Transportation and Warehousing Branch in the management of these inventories.

Responsibilities of the Transportation and Warehousing Branch

Although the commodity branches have primary responsibility for the management of their inventories, the Transportation and Warehousing Branch shall perform the following services in maintaining FDA inventories in proper condition:

- (1) Obtain suitable storage facilities.
- (2) Ship commodities to and from storage.
- (3) Move inventories on a first-in, first-out basis.
- (4) Conduct periodic inspections of storage facilities and commodities in storage, and report promptly to the commodity branches products found to be out of condition or deteriorating; where the Transportation and Warehousing Branch has any reason to believe commodities are going out of condition or deteriorating between inspections, it should notify the commodity branch so that appropriate action will be promptly taken.

The Transportation and Warehousing Branch may call upon the appropriate commodity branch to make commodity quality or condition inspections to supplement the information obtained by the warehouse examiners. These inspections may be based on visits by commodity branch inspectors or on samples made available to the commodity branch by the Transportation and Warehousing examiners. When the commodity branch inspectors make these inspections, they shall act for, and on behalf of the Transportation and Warehousing Branch, inspecting only those lots which have been designated and transmitting a report to the Transportation and Warehousing Branch.

- (5) Carry out necessary re-packaging and re-coopering of original packages when the products contained therein are not out of condition.
- (6) Plan and execute salvage sales in accordance with recommendations made by the commodity branch.
- (7) Maintain accurate and up-to-date inventory records and furnish periodic reports to the commodity branches on the quantity in inventory, the age of the lots, and the location.

Responsibilities of Commodity Branches

Commodity branches are responsible for ascertaining that inventories are adequate but not excessive. If, in the light of known supply requirements, stocks of given commodities are excessive, or if there is no longer a program requirement, the commodity branches shall prepare and execute plans to effect the necessary inventory adjustments, clearing matters of policy with the Deputy Director for Procurement Activities. Plans for releasing commodities for donation under Section 32 shall be made jointly with the Civilian Food Requirements Branch and approved by the Assistant Deputy Director for Procurement Activities.

Upon application of the Transportation and Warehousing Branch, the commodity branch will inspect for class, quality, grade, and condition and report to the Transportation and Warehousing Branch.

When commodity branches are notified of products found to be out of condition or deteriorating, they shall:

- (1) Examine the product, performing such reconditioning as is necessary.
- (2) Separate the lot when feasible into three categories - the part suitable to remain in inventory, the part of no value and to be destroyed, and the part recommended for salvage sales.
- (3) Report to the Transportation and Warehousing Branch their recommendations for its disposition.

Commodity branches shall not make inspections of commodities in storage, except when authorized by the Transportation and Warehousing Branch. Commodity branches, however, shall continue to be responsible for inspection of commodities stored at the Newark Tidewater Terminal, Newark, New Jersey; at Pier D, Erie Railroad, Teehawken, New Jersey, and at the Great Lakes Transit Company at Buffalo, New York.

Responsibilities of the Inventory Review Committee

There is hereby established the Inventory Review Committee, composed of the Assistant Deputy Director for Procurement Activities as Chairman, and representatives of the chiefs of the Program Liaison, the Transportation and Warehousing Branch, the Civilian Food Requirements Branch, and others as may be named by the Director. Representatives of the Chief of a commodity branch shall be a member of the Committee while its commodities are under consideration. This Committee shall assist the Deputy Director for Procurement Activities in carrying out his functions pursuant to this memorandum, and such other duties and responsibilities as the Deputy Director may assign in connection with inventory management.

As of the first of each calendar month, the Chief of the Transportation and Warehousing Branch shall report to The chairman of the Inventory Review Committee and to each commodity branch the identity and quantity of each commodity that has been stored as long as the safe maximum period. Within one week following the receipt of this report each commodity branch chief shall report to the Inventory Review Committee the use to be made of each reported item.

During the first month in each calendar quarter, each commodity branch chief shall report to the Chairman of the Inventory Review Committee the identity and quantity of each commodity that should be sold into domestic trade channels during the next following calendar quarter.

The Inventory Review Committee shall promptly review each monthly report made by the Chief of the Transportation and Warehousing Branch and each quarterly and monthly report of the several commodity branches and shall make recommendations for action, at its discretion, to the commodity branches and to the Deputy Director.

This memorandum supersedes Director's Memorandum No. 15, Supplement D, Revision 1, Director's Memorandum No. 36, and Director's Memorandum No. 36, Supplement 1. All other memoranda in connection with the provisions of this memorandum are superseded to the extent of such conflicts.

Roy F. Erickson

Director

INDEX ENTRIES:

Committees: Inventory Review Committee (see also Procurement)

Procurement: Inspection of stored commodities
Inventory Management, responsibility for
Inventory Review Committee
Repackaging and Reconditioning
Salvage Sales (see also Sales)

Sales: Salvage, responsibility for planning and execution of

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WAR FOOD ADMINISTRATION
Office of Distribution
Washington 25, D. C.

June 3, 1944.

DIRECTOR'S MEMORANDUM NO. 15

Supplement 11

Amendment 1

Abolishment of Inventory Review Committee

The Inventory Review Committee as established pursuant to Director's Memorandum No. 15, Supplement No. 11, is hereby abolished. The functions previously performed by this committee are being expanded and assigned to an Inventory Control Committee which is being established in the office of the Deputy Director for Supply.

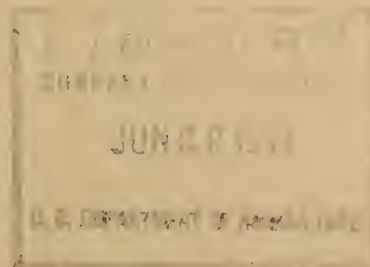


INDEX ENTRIES:

Committees:

Inventory Review Committee
Procurement
Inventory Review Committee

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WAR FOOD ADMINISTRATION
Office of Distribution
Washington 25, D. C.

November 18, 1944

DIRECTOR'S MEMORANDUM NO. 15

Supplement 12

Procedure for Import Operations

A. AUTHORITIES AND RESPONSIBILITIES

Under Executive Order No. 9280, as supplemented by Executive Order No. 9334, the Administrator has the responsibility of formulating and carrying out programs designed to furnish adequate supplies of food to the United States (this includes powers conferred on the President by Title III of the Second War Powers Act, insofar as they relate to priority and allocation of food).

By Executive Order No. 9385, the Administrator is empowered to issue directives to the Foreign Economic Administration, relating to food procurement in foreign countries for importation into the United States.

By Executive Order No. 9392, the Administrator is designated the United States Member of the Combined Food Board. By participating in actions of the Board, the Administrator expresses the views of the United States regarding supplies and requirements and approves actions allocating foreign strategic food supplies to the United States.

B. OPERATIONS

1. Inter-Agency Food Importation Committee

The Administrator has established the Inter-Agency Food Importation Committee (Administrator's Memorandum No. 27, Supplement 4, Amendment 3), the Chairman of which, in consultation with the members, determines food import requirements, sources of supply, and method of importation, and makes recommendations thereon to the Administrator. The Committee is composed of representatives of the Offices of Distribution, Transportation, Production, and Foreign Agricultural Relations, and the Commodity Credit Corporation, as well as outside government agencies concerned with food importation.

The Committee considers and makes recommendations as to the necessity for:

- a. Adding or removing foods subject to control by the import control order, WFO-63 (approved November 8, 1944, and effective November 13, 1944). In making such recommendation, the Committee must take into consideration the following criteria with respect to the particular food:

1. Whether the food is under Combined Food Board allocation.
 2. Procurement and/or importation of the Commodity will materially interfere with the procurement and/or importation of some commodity of more strategic importance.
 3. Whether the commodity is under Public Purchase.
 4. Availability of shipping space for the importation of the commodity.
- b. Public Purchase of food. If it is considered advisable, a directive to the Foreign Economic Administration for the procurement of the commodity is prepared for signature of the Administrator. If the commodity involved is "food for industrial uses," pursuant to Executive Order No. 9385, the signature of the Chairman of the War Production Board is also obtained.
 - c. Establishing sources of supply, shipping quotas and priority ratings (with the knowledge of Combined Food Board allocations and War Production Board shipping requirements).
2. Procurement and Price Support Branch (Import Division)

The Assistant Deputy Director for Supply, Otie M. Reed, who is Chairman of the Inter-Agency Food Importation Committee, has designated the Chief of the Import Division as Vice Chairman, and an employee of that Division as Executive Secretary. In conformity with such delegation of authority, the Import Division shall provide the following assistance to the Chairman in discharging responsibilities set forth in the Administrator's Memorandum No. 27, Supplement 4, Amendment 3:

- a. Channel recommendations pertaining to quotas, priorities and directives to the Inter-Agency Food Importation Committee.
- b. Prepare directives to the Foreign Economic Administration.
- c. Prepare recommendations to the Interdepartmental Shipping Priorities Advisory Committee on shipping quotas and shipping priorities to be established.
- d. Assist in working out the month-to-month scheduling with the War Shipping Administration.

e. The Import Division shall also perform the following services in conjunction with WFO-63:

1. Assemble lists of importers and their historical records.
2. Initiate dockets for amendment of import control order WFO-63, and listings.
3. Act as point of clearance with the War Production Board in the event any interest should develop on their part in the importation of any commodity for industrial use..
4. Act as WFA point of entry and exit on applications for authorization to import, import records, and other correspondence in connection with food imports; number, case, and forward applications to commodity branch; and receive commodity branch recommendations and prepare authorizations or letters of denial.
5. Compile and maintain records on authorizations.
6. Prepare periodic reports on applications processed and action taken, and statistical reports of import performance.
7. Determine compliance and, with concurrence of commodity branch, recommend to the Compliance Branch action for willful violation of import controls.
8. Review unused authorizations for reallocation to meet quotas.
9. Submit such other reports on operations as may be required by the Chairman.

3. Commodity Branch Authority and Responsibilities

- a. Recommends through the Import Division to the Inter-Agency Food Importation Committee action on: quotas, priorities, method and period of procurement.
- b. On foods subject to import control order, WFO-63:
 1. Drafts and submits through the Import Division, for approval of the Chairman of the Inter-Agency Food Importation Committee, a general plan under which applications will be acted on during a specified period for commodities under the jurisdiction of the respective commodity branch.
 2. Recommends to the WFO-63 Order Administrator specific action (approval or denial) on applications pursuant to approved general plan.

3. Receives petitions for relief from hardship and recommends to the Import Division action thereon. If the action requested in the petition is a departure from the plan approved by the Chairman of the Inter-Agency Food Importation Committee, such case is referred to him for settlement, subject to review by the Director.
4. Aids Import Division in analyses of compliance and concurs in or disapproves recommendation for compliance action.
5. Cooperates with Import Division as required in compilation of records.

This memorandum supersedes Director's Memorandum No. 15, Supplement 4, and Director's Memorandum No. 15, Supplement 4, Amendment 1.

Lee H. Garsdale

Director

INDEX ENTRIES:

Procurement

Importation

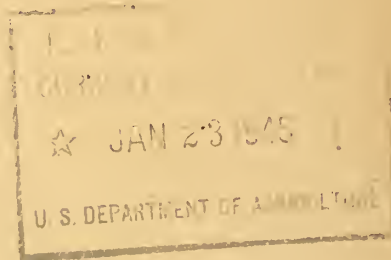
Authorities

Inter-agency Food Importation Committee

Responsibilities

Committees

Inter-agency Food Importation



WAR FOOD ADMINISTRATION
Office of Distribution
Washington 25, D.C.

November 23, 1944

DIRECTOR'S MEMORANDUM NO. 15

Supplement 13

Use and Authority for Issuance of "Orders for Services"

I. Purpose of "Order for Services"

An "Order for Services" (Form FDA-1) is an order issued under emergency conditions by an authorized official of the Office of Distribution, acting on behalf of the War Food Administrator or as agent of the Commodity Credit Corporation, to furnish services and such materials as may be required in furnishing these services. In no case should an "Order for Services" be issued where it is feasible to procure the same services and materials through the use of a standard contract.

II. Authority to Issue and Approve "Orders for Services"

A. Authority to Issue

"Orders for Services" may be issued by officials to whom such authority is delegated by the Director of Distribution in his capacity as Vice President of the Commodity Credit Corporation or as a representative of the War Food Administrator. Copies of such delegation of authority must be filed with the Treasurer of the Commodity Credit Corporation, and the Finance Division of Office of Distribution in Washington.

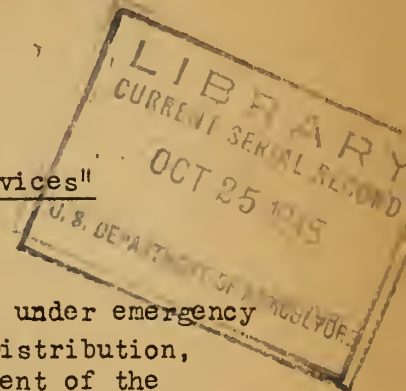
B. Administrative Approval Where Cost of Services Exceeds \$300

Where the cost of the services exceeds \$300 the "Order for Services" must be approved by signature or by wire by one of the following:

1. The Deputy or Assistant Deputy Director for Supply.
2. The Chiefs or Assistant Chiefs of the Shipping and Storage or Procurement and Price Support Branches.
3. Such Chiefs or Assistant Chiefs of the regional offices of the Shipping and Storage or Procurement and Price Support Branches as are specifically delegated authority by their respective Branch Chiefs. In no case shall such delegated authority to approve "Orders for Services" exceed \$1,000. Copies of such Delegation of Authority must be filed with the Finance Division in Washington.

C. Responsibility for Legal Clearance

The Chiefs of the Shipping and Storage and Procurement and Price Support Branches shall be responsible for clearance, where



necessary, of "Orders for Services" with the Office of the Solicitor or the Regional Attorney, including a determination as to compliance with provisions of the Walsh-Healey Act where the cost exceeds \$10,000.

III. Conditions Under Which "Orders for Services" May be Issued

- A. When an emergency precludes the soliciting of bids;
- B. When there is no existing contract under which the services could be performed;
- C. When it is not feasible to amend an existing contract; and
- D. When the performance of the function is a "one-time" matter.

IV. Conditions Under Which "Orders for Services" May Not be Issued

- A. To buy, sell, or process commodities;
- B. To contract for storage space; or
- C. To contract for a service, the performance of which is a continuing function (for example, periodic "turning" of cases of evaporated milk).

V. Numbering of "Orders for Services"

- A. "Orders for Services" shall contain either an Order for Services number, or a contract number. Branches and regional offices shall obtain blocks of "Orders for Services" and contract numbers from the Contract Development Section of the Procurement and Price Support Branch. The following criteria shall be used in applying these numbers:
 - 1. Order for Services numbers shall be used when the value of the services to be performed does not equal or exceed \$2,000; and
 - 2. Contract numbers shall be used on Orders for Services when the value of services equals or exceeds \$2,000.

VI. Preparation and Distribution of "Orders for Services"

"Orders for Services" shall be prepared in an original and 5 copies and distributed in accordance with the instructions on the printed copies.

This memorandum supersedes Section 3 of Director's Memorandum No. 15, Supplement 2.

Lee Harold Rice

Director

Pending receipt of Form FDA-1, "Order for Services," dated 11-18-44, which is now being printed, all persons issuing such orders are authorized to use the present Form FDA-1 marked "(Superseding SMA-211)."

INDEX ENTRY:

Procurement

Orders for Services, Form FDA-1

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

November 16, 1942

ADMINISTRATOR'S MEMORANDUM NO. 15

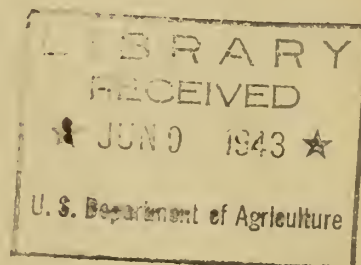
Supplement C

Official Title of the Government Purchasing Commission
of the Soviet Union in the U.S.A.

The Soviet representatives have advised that their official title is "The Government Purchasing Commission of the Soviet Union in the U.S.A." Please use this title in all correspondence and in all official documents instead of "The Soviet Government Purchasing Commission" which has been used until now.

Ray F. Hendrickson

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Exp. 1

UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

January 14, 1943

DIRECTOR'S MEMORANDUM NO. 15
Supplement D

Revision 1

Procedure in the Packaging or Repackaging of Commodities Other Than Under Standard Purchase Conditions Except for Those Commodities Purchased Under Section 32

1. Repackaging of Commodities Part of Which Have Been Subject to Damage.

With the large quantities of commodities now being procured, moved and stored by FDA, it is inevitable that occasional damage may occur through commodities going out of condition or through mishaps in handling.

Whenever the Transportation and Warehousing Branch has been notified of such conditions or the warehouse inspectors of that Branch have found commodities out of condition, the Transportation and Warehousing Branch shall notify the appropriate commodity branch of the quantity of products involved, their location and approximate condition. Commodity Branch shall then:

1. Inspect the commodities and determine what action is needed immediately to protect the interests of the Government.
2. Sort and repackage or otherwise recondition the commodity.
3. Notify Transportation and Warehousing Branch if it is necessary to move the commodity to another warehouse.
4. Report within 10 days to Transportation and Warehousing as to the quantity of each lot falling within each category and their proper identification and location and recommend disposition to be made for any products out of condition.

2. Repackaging of Stored Commodities to Meet Changed Requirements.

Whenever it becomes necessary to repackage commodities held in storage to meet unavoidable changes in requirements of missions or agencies served by the FDA, it shall be the full responsibility of the commodity branch making the original purchase to provide for the repackaging. The Transportation and Warehousing Branch shall take the necessary steps to inform the commodity branch as to the location of the products and make the necessary arrangements for it to have access to the commodity in question.

3. Combining Several Commodities in One Package or Pack.

In those cases in which the FDA is asked to provide a variety of products all placed in one package ready for shipment, the Special Commodities Branch shall ask for bids from vendors for procuring the products and preparing the entire package. If it seems desirable to release to the vendor any such commodities the FDA has on hand, the Special Commodities Branch should make suitable arrangements with the appropriate commodity branch. Purchases of products to go to some agency, such as the Red Cross, which may assemble and pack its own products will be handled in the usual way.

Roy F. Hendrickson

Director

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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

February 3, 1943

DIRECTOR'S MEMORANDUM NO. 15

Supplement E

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CURRENT SERIAL RECORD

Procedure for the Use of Contract Symbols and Serial Numbers 12 1944

1. Pursuant to existing regulations and procedures relating thereto, and in order that contracts and agreements heretofore or hereafter entered into by the various branches, divisions, or regional offices of the Agricultural Marketing Administration, now consolidated into the Food Distribution Administration, may be so filed as to be readily available for use in the settlement and adjustment of accounts under such contracts or agreements, contract symbols have been established in accordance with the system hereinafter set forth.
2. The following detail symbols were approved by the General Accounting Office October 8, 1942, for use by the Agricultural Marketing Administration in connection with the numbering of all contracts or agreements. Since the General Accounting Office has not yet established symbols for the Food Distribution Administration, the following symbols shall be used for programs set forth below until such time as FDA symbols are received:

Agricultural Marketing Administration	Ama-
Northeast Region	A1ma-
Southern Region	A2ma-
Great Lakes Region	A3ma-
Southwest Region	A4ma-
Midwest Region	A5ma-
Rocky Mountain Region	A6ma-
Pacific Region	A7ma-
Cooperative Agreements	Ama(A)-
Caribbean Stock Pile Program	Ama(C)-
Market Purchase Program	Ama(M)-
Red Cross Program	Ama(R)-
Federal Surplus Commodities Corporation	FSC-
General Commodity Purchase Program	FSC(F)-
Territorial Emergency Purchase Program	FSC(H)-
Defense Aid Purchase Program	FSC(D)-

3. Every contract or agreement required to be numbered, either involving the receipt or expenditure of funds administered by the Agricultural Marketing Administration or incident to the execution of functions conducted by the Administration, commencing with contracts made after October 1, 1942, or thereafter as soon as practicable, will be numbered in accordance with the system outlined herein which will be substituted for that now in use by the various branches and divisions.

4. Effective February 1, 1943, the Fiscal Division, Washington, D. C. shall be (a) responsible for the development of all contract symbols; (b) assign such symbols to the appropriate branch or division making contracts; (c) maintain symbol control records. In addition, when proper, the Fiscal Division shall also assign contract symbols and serial numbers and shall maintain control records for such symbols and serial numbers assigned. Whenever feasible a contract symbol should be assigned to a branch or division for the exclusive use of the activity. Serial numbers should be assigned in blocks.

Administrative Services Division Memorandum No. 6, dated August 15, 1942, providing for the development of contract symbols and the numbering of contracts is revoked. Such control records as have been maintained by the Administrative Services Division should be turned over to the Fiscal Division.

5. Continuing contracts for Administrative Expenses, such as those for utilities, rentals, etc., and Cooperative Agreements or Contracts, with States or other agencies, etc., heretofore entered into by the agencies consolidated to form the Agricultural Marketing Administration, will continue to be identified on disbursement vouchers, correspondence, etc., by the contract symbol and number originally assigned to the contract or agreement. In connection with the above described types of contracts or agreements, a cut-off date relative to the continued use of the old symbols and numbers will be established by the Fiscal Division, Washington, D. C., and the symbols and numbers will be changed as of that date. All parties to the contracts or agreements who should receive notice shall be informed of such changes.
6. Contracts such as commodity purchase contracts, diversion, export and Lend-Lease purchase and facility contracts should be identified by the previously assigned symbol and serial number until contract obligations have been fulfilled. Accounts for settlement under such contracts and all correspondence pertaining thereto should refer to the present symbol and number.
7. Contracts, agreements and documents, of whatsoever character, required to be numbered in connection with the execution of the functions of the Agricultural Marketing Administration; when the activity requires centralized contract issue and control at Washington, D. C.; and for supplies and services for the branches and divisions and other offices at Washington, D. C., shall be designated by the symbol "Ama-", except contractual documents essential to the administration of functions of the Federal Surplus Commodities Corporation administered by the Administration when the symbol "FSC-" shall be used. The Fiscal Division, Washington, D. C. shall maintain the serial number control register for these symbols and shall assign all serial numbers to the contracting offices negotiating or accepting contracts within the categories mentioned above. Whenever feasible, serial numbers shall be assigned in blocks.
8. The series of contract code symbols "Alma through A7ma" have been approved as the regional activity location identification symbols and are assigned to the regions in accordance with the schedule of approved detail symbols set forth in paragraph 2 of this memorandum. This series will be used to designate administrative expense contracts, school milk agreements, and declarations of exporters, or evidence of delivery or sale for export, filed in connection with cotton products export and wheat flour programs when such

documents are negotiated and accepted either in the field or at Washington, D. C. by authorized contracting officers of the Administration. All such contracts for supplies and services, whether formal or informal, accepted by regional contracting officers, shall be assigned the contract symbols and serial numbers of the respective regional offices. Proposals for acceptance agreements, etc., which must be forwarded to Washington, D. C. for consideration and acceptance, shall not be assigned regional contract symbols and serial numbers prior to transmittal. When proper, the appropriate regional symbols and serial numbers will be assigned to the documents by the office of the contracting officers of the Administration at Washington, D. C. Where the Department of Agriculture or the Administration has centralized the functions of contract issue and control, the appropriate symbols and serial numbers of the contracting officer will be used. The regional Fiscal Divisions will be responsible for the maintenance of contract serial number control registers for their regions and for the assignment of contract serial numbers to the appropriate activity executing and accepting contracts and agreements described above. Whenever feasible, serial numbers shall be assigned in blocks.

9. The symbol "Ama(Δ)-" is prescribed and will be used in connection with cooperative contracts or agreements entered into by the contract officers of branches or divisions of the Administration. The Fiscal Division, Washington D. C. shall maintain the serial number register for cooperative contracts or agreements and shall assign all serial numbers to the activities executing or negotiating this type of contract.
10. The following detail symbols will be used in connection with contracts entered into by appropriate representatives of the various commodity branches, either in Washington or in the field, with respect to procurement programs of the Administration:

Caribbean Stock Pile Program	Ama(C)-
Market Purchase Program (Section 32)	Ama(M)-
Red Cross Program (Section 40)	Ama(R)-
General Commodity Purchase Program	FSC(F)-
Territorial Emergency Purchase Program	FSC(H)-
Defense Aid Purchase Program	FSC(D)-

The Program Liaison Division, Washington, D. C. shall maintain the serial number control register under each of these symbols and shall allot contract serial numbers under the detail symbols to appropriate activities of the commodity branches. Whenever feasible, serial numbers shall be assigned in blocks. The various commodity branches shall be responsible for the maintenance of contract serial number registers under each detail symbol assigned for their use.

11. Where symbols now in use are preceded by the letters "DA", the newly assigned symbols in each applicable case will also be preceded by "DA".
12. Contracts should be numbered serially under each authorized symbol, separated therefrom by a hyphen, commencing with number "1" and continuing in succession without reference to fiscal year. When the numbers under a symbol reach the limit of five digits (99999) a new series will be used beginning with number "1" and distinguished by the use of the capital letter "A" at the end of the number. Likewise any additional series necessary under the same symbol will be distinguished by succeeding capital letters of the

alphabet as may be required. For the purpose of visibility in handling, sorting and filing, the symbol and serial number should be imprinted on the contract in the upper right hand corner using characters and digits that can be readily recognized.

13. Should there be a need for revised symbols, the adoption of new symbols, or, if there is any doubt as to the contract symbol to be used, requests should be made at once upon the Fiscal Division at Washington, D. C. for the proper symbol.

Roy F. Hendrickson

Director

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